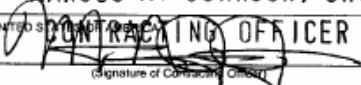


| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | BPA NO. | 1. CONTRACT ID CODE | PAGE 1 | OF PAGES 21 |
|--|--|--|---------------------|--|----------------|
| 2. AMENDMENT/MODIFICATION NO. 1 | 3. EFFECTIVE DATE same as block 16c | 4. REQUISITION/PURCHASE REQ. NO. | | 5. PROJECT NO. (If applicable) | |
| 6. ISSUED BY Regional Contracting Office USAID/India Shanti Path, Chanakya Puri New Delhi-110021, India Fax: 91-11-24198390 | CODE _____ | 7. ADMINISTERED BY (If other than item 6) Same as block 6 | | CODE _____ | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders | | (X) 9A. AMENDMENT OF SOLICITATION NO. 386-05-015 9B. DATED (SEE ITEM 11) _____ 10A. MODIFICATION OF CONTRACT/ORDER NO. _____ 10B. DATED (SEE ITEM 13) _____ | | | |
| CODE _____ FACILITY CODE _____ | | X | | | |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS | | | | | |
| The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers _____ is extended, _____ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | | | |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required) | | | | | |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14. | | | | | |
| (X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority) X | | | | | |
| E. IMPORTANT: Contractor _____ is not, _____ is required to sign this document and return _____ copies to the issuing office. | | | | | |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to make certain changes to the Request for Proposal (RFP) and to extend the closing date to November 2, 2005. The closing time remains unchanged. Specifically (Continued on Page 2) | | | | | |
| Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect. | | | | | |
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MARCUS A. JOHNSON, JR. | | | |
| 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) | | 15C. DATE SIGNED | | 15B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer) | |
| | | | | 15C. DATE SIGNED 30 SEP 2005 | |

STANDARD FORM 30 (REV. 10-83)

Amendment #1 of RFP No. 386-05-015; Management Support Services

Selected questions from and USAID responses to all interested parties.

General

1. Will the in country staff of the contractor be provided office space within the USAID Mission? Given the 3 person staffing limitation for the in country office, will USAID/India provide some administrative/logistics support to the office? (i.e. drivers, etc)

RESPONSE: No office space will be provided. No administrative/logistics support will be provided by USAID.

2. What does logistic support entail for PASA's? How many PASAs are currently involved in USAID programs and how many are expected over the next 5 years?

RESPONSE: Currently the OEG is managing 4 PASAs.

3. Will working with the Office of Economic Growth (OEG) under the India MSS contract preclude the contractor or its subcontractors from future work (i) on other OEG proposals/projects, (ii) on other USAID/India proposals. That is, do you foresee any conflict of interest concerns for contractors assisting OEG under MSS and any other future proposals by USAID/India.

RESPONSE: No.

4. With the understanding that certain pieces of information can be considered more valuable than others, is it the expectation that the GoI will be providing key data to USAID, who will then turn it over to the Contractor? Or, is it expected that the Contractor will need to acquire this information from the GoI directly?

RESPONSE: For any information required to fulfill its contract responsibilities, the Contractor will need to acquire the information from sources available.

5. While in several places in Sections C and F and in Attachment 6 the proposal stipulates that the contractor is responsible for providing logistical support for trainees, we could not find a requirement for the contractor to pay for third party provided training tuition or fees. Please advise if contractors should budget for these.

RESPONSE: Yes, offeors should budget for the training fees.

Section B

1. Is \$ 8.4 Million the estimated 5 year cost of all tasks under the contract, including the award of subcontracts and subgrants described in Task 1.3, 1.4 and 1.5? If not, what exceptions are there expected to be? Will Job Orders be costed separately, or are all anticipated Job Orders included in the \$8.4 million estimate?

RESPONSE: The contract period is stated below in response to the next question. All tasks are included in the amount stated for the base period and the option period. The construct of Job Orders has been eliminated.

2. Is there any flexibility that the \$8.4 million can be programmed for 3 years excluding the 2 year option?

RESPONSE: Offerors should budget \$8.4 million from January 3, 2006 through September 30, 2008. The Option Period (10/1/2008 through 9/30/2010) should budget up to \$5.6 million. The total maximum value is \$14 million over the 5 year performance period.

3. As stated in B.4 Notes of the RFP what is the construction work that is discussed? What is the amount under CLIN 3 to be budgeted for job orders (construction work), etc? Is CLIN 1 the 3 year base period? Is CLIN 3 the option years? Is CLIN 2 to be the fixed fee for CLIN 1 and CLIN 3? If so, what is the purpose of CLIN 4? Further Section L.9, Instructions for the preparation of the cost proposal states that "CLIN 3 is must be a single proposed amount since job orders will be issued only after the contract is awarded. What does this mean and how does it relate to CLIN 1? Additional instructions on page K-8 states that "The offeror shall propose the level of effort (labor days) allocation to be utilized over the contract performance period under CLIN 1 of the contract". Section B4 states that CLIN 1 is the base period and CLIN 3 is the option period. Section F7 appears to request LOE for the base period and also for the option period. Does USAID/India want offerors to propose the entire level of effort under CLIN 1 or to split it between CLIN 1 and CLIN 3?

RESPONSE: There is no construction under this contract. The CLIN structure was an erroneous error and is revised. The nature of the contract, cost-plus fixed fee term form, remains unchanged. The scope of work is described in general terms and will obligate the contractor to a specific level of effort for the stated period of time.

Section B.4 is amended to read as follows.

"B.4 PRICE SCHEDULE

| CLIN | DESCRIPTION | COST |
|-------------|--------------------------|-------------|
| 0001 | BASE PERIOD | \$ |
| 0002 | Fixed Fee (on CLIN 0001) | \$ |

| | | |
|------------------------------|-------------------------------|-----------|
| 0003 | OPTION PERIOD | \$ |
| 0004 | Fixed Fee (on CLIN 0003 only) | \$ |
| CEILING PRICE (TOTAL) | | \$ |

The “Ceiling Price” is the total of adding all the CLINs together and represents the maximum total value of the contract.”

Section C

1. Is the cost of mid-term evaluations under the common deliverables for all components provision included in the \$8.4 million estimate?

RESPONSE: The evaluation will be done by a third party and funded separately by USAID.

2. Since the RFP states only limited completion objectives and these remain largely to be determined during the performance of the contract, does USAID/India anticipate that most activity indicators will be process oriented?

RESPONSE: It will be activity dependent.

3. Section C of the RFP does not include a subsection IV. It also does not include a section entitled “Tangible Results and Deliverables” as referenced in F.4. Can USAID/India provide a copy of the missing section?

RESPONSE: No.

4. Are CV’s to be submitted only for key and long term personnel or do offerors also provide CVs for short term advisors?

RESPONSE: CVs to be submitted for both key and long term personnel as well as short term advisors (consultants).

5. The RFP states that 50% of the contract amount is envisioned for TA under Task 1. Is the remaining 50% of the contract amount to be spread among Tasks 2 – 7?

RESPONSE: Yes.

6. Will the contractor be responsible for making all subawards mentioned in Task 1, or will some activities support awards to be made by the Mission’s acquisition staff?

RESPONSE: Yes, the contractor will be responsible for such.

7. What is the estimated total average number of TA activities that the contractor will be required to undertake over the life of the contract? Task 1.1 is estimated to involve an average of four activities per year and task 1.2 no more than three. Can similar estimates be provided for the remaining subtasks?

RESPONSE: The estimated deliverables are mentioned in the delivery schedule F.2 in the RFP, except for support to PASAs. Under this contract, the contractor is not expected to support more than two PASAs per year.

8. What is the expected frequency of briefing by the contractor's personnel under Task 7?

RESPONSE: Once in a quarter (3 months) on a regular basis. However, there could be exceptions to this rule due to unforeseen events.

9. Reference: Section C.II, Objective. The referenced Section states that three (3) people will be in small field office in New Delhi, including COP and support staff. However, paragraph goes on to state that "local long term team is expected to be a combination of macro economist, mgt spec and support staff. Should offerors budget for support staff in addition to the three

RESPONSE: USAID envisions a core staff of three professional positions. See [General](#), question number one above for more detailed position descriptions.

10. **Section C (p. C-3) (Task 7)** Who are the intended users of the repository of information on economic reform? As written, the impression is that the repository of information is intended for use by USAID/India and the MSS team only. Is this interpretation correct?

RESPONSE: Yes.

a. **Section C (p. C-1) (Section II fourth paragraph)** USAID states that the field office in India will have 3 people include the COP and support staff. Are support staff such as a secretary, accountant, office manager, training logistics coordinator, etc. included in the three person limit? If not what type of staff is included in three person limit pertain to?

b. If the three person limit does include all support staff, we request that the Mission apply this limit exclusively to professional, salaried staff.

RESPONSE: USAID envisions a core, long term technical and professional staff of three. Offerors may of course propose to augment how they believe is best. See the response under [General](#) to question number one above.

11. *Section C (p. C-5) (Section III, Task 5)* USAID requires the offeror to plan for logistic support to PASAs. Can USAID provide an estimate of how many long and short-term PASA staff we are required to support? Without this estimate we are at a loss on how to plan for and budget for this task.

RESPONSE: The estimated deliverables are mentioned in the delivery schedule F.2 in the RFP, except for support to PASAs. Under this contract, the contractor is not expected to support more than two PASAs per year.

Section D

Section E

Section F

1. In Section F, 1.6, an average for the Technical Assistance activity is given as 3 months/\$30,000 to as much as 2 years/\$1.5 million with an average size/duration of an activity expected to be around 1 year/\$300,000. If this model were used in costing, the salaries and allowances for long-term consultants would tend to account for a disproportionate amount of the budget. Is that what USAID is intending? To be specific, \$1.5 million represents a large portion of the total available budget of \$8.4 million, especially given the range of potential activities envisioned in this RFP. Can you provide any further clarity to these instructions?

RESPONSE: No.

2. Page F-2: It is clear that US-based Development training will be initiated in year three. Does USAID envision that US-based Development training will also take place in the two option years?

RESPONSE: Yes. The US-based Development training is envisioned also in the Option Period, if exercised.

3. Page F-3: Given the period of performance outlined in the RFP, should contractors assume a start-up date of December 1, 2005?

RESPONSE: The effective date will be January 3, 2006.

4. Overall Budget for TA Component – The RFP mentions (p. F-2) that “the portion of funds envisioned for technical assistance activities is around 50% of the contract ceiling price. This would imply a cost of about \$4.2 million. On pg. F-1, however, it mentions that the contractor will “develop and provide on average four Technical Assistance activities each year”. Assuming \$300,000/TA (ref: section 1.6 on pg. F-2), this would imply a cost of about \$1.2 million per year or about \$6.0 million over the five year period.

- a. Please clarify what assumption should be used for this category.

RESPONSE: The \$8.4 million is for the Base Period. On average, we expect to fund 4 TA activities at approximately \$300,000 per activity. This works out to \$3.6 million over the base period. If required, this allows us flexibility to support TA activities that may, in some instances, cost more than \$300,000. For the Option Period assume 2 TA activities.

5. In Section F (pg. F-2), under Task 3 it says that there will “on average, around 20 people are expected to participate in such training programs each year.....for details, please refer to Attachment 6”. In attachment 6 it states under “Short-term Development Training” that “around 115 people are expected to participate under this training program (around 75 under the in-country and non U.S.-based third country training and 40 under the U.S.-based training).”

- a. It is not clear that these numbers are consistent. In Section F, the total number of people trained under task 3 would be about 60 for 3 years or 100 for 5 years, compared with the 75 mentioned in attachment 6.

RESPONSE: The base period for this activity is nearly 3 years. As indicated in the RFP, we expect:

- 5 people per year to participate in third country training programs, for a total of 15 people over a 3 year period
- 20 people per year to participate in in-country training programs, for a total of 60 people over a three year period
- 40 people in the 3rd year of the contract to participate in short term US based training programs, for a total of 40 people over a three year period.
- $15 + 60 + 40 = 115$ over the three year base period.

- b. When it states that 40 will be trained in the U.S.-based training, is this for the 3 year base period, or the 5 years?

RESPONSE: Over the base period, the contractor will support training opportunities in the US only in the third year. The total number of participants for the 3rd year US based training is 40. We expect, the US based training to continue under the 2 year option period, if exercised.

6. In Section F. 3 Period of Performance it states that the base period will take place upon the effective date of the contract and end on September 30, 2008. Will USAID/India be able to provide a target start date for the actual award?

RESPONSE: January 3, 2006 effective date.

7. Under this RFP in Section F. 1.6 as well as in Tasks 1-7, USAID/India has provided estimates for size and duration of activities, will USAID/India be providing “Plug numbers” for costing purposes for any of these activities?

RESPONSE: No.

8. Section F.5. May we ask for a copy of the Mission's Performance Management Plan" and the "OEG Performance Management Plan"?

RESPONSE: Yes, it will be posted at the USAID Mission website <http://www.usaid.gov/in/> under "Working with us".

Section G

Section H

1. H.2 says the code for procurement is 000. Section H.6 says it's 935. Please confirm that the procurement code for this activity is 935.

RESPONSE: 935 for purchases made under the contract.

Section L

- I. Past Performance. On page K-6 there is reference to a limitation of "no more than 5 pages". Normally a PPR takes at least one page; therefore, does this imply that USAID wants to review only 5 PPRs? May we double them up, i.e. two PPRs per page so that we may give you a better representation of our relevant experience?

RESPONSE: Yes.

2. In section L.7 (d) "Technical Proposal Format, C. Management Structure and Personnel Section" (but the page reference is K-6), it states that:

"Resumes should demonstrate that the key personnel possess the skills and knowledge to function as a proposed on the management services support team. The offeror may also include institutional and management experience and capability statement with brief description of experience of the applicant relevant to management and technical support for technical assistance and training.....Describe the assignment of key personnel, and the list of technical experts available....including institutional and management experience and capability statement with list and brief description of the relevant experience and accomplishment of the most important personnel".

- a. Please confirm that the provision of institutional and management experience is for the individual, and not referring to the company;

RESPONSE: Yes.

b. Please clarify whether there is a difference between “key personnel” and “most important personnel”.

RESPONSE: No difference between key and most important personnel.

3. In section L.7 (d), D. Institutional Capability and Experience, it states that the offeror should provide a “matrix”.

a. Can you specify what information you would want in the matrix (i.e. name of project; budget amount; LOE; etc.)?

RESPONSE: No specific matrix template will be provided, but key your devised matrix to the evaluation criteria (factor) in Section M.

4. **Section L.7 (p. K-5) (c)** USAID stipulates that the technical proposal is limited to 40 pages and the annexes are limited to 25 additional pages. At the end of that paragraph USAID also stipulates that the evaluation committee will only receive the first 65 pages of the proposal. Please clarify if the page limit includes cover letter, table of contents, list of figures, charts and graphs, letters of association from subcontractors and a compliance guide to the proposal.

RESPONSE: The number “65” should read “40” and applies to the technical proposal only and not the “list of figures, charts and graphs, letters of association from subcontractors.” The 40-page limitation applies to “cover letter” and “table of contents” and “compliance guide,” if provided.

5. **Section L.7 (p. K-6) (c)** USAID calls for the offeror to include a monitoring and evaluation plan. Does this plan cover only the activities funded under this contract or should it address a larger impact resulting from the Office of Economic Growth program?

RESPONSE: Only the activities under this contract.

6. **Section L (p. L-11) (t)** “...if an award is made prior to January 31, 2004.” Is this the correct date?

RESPONSE: No. The effective date beginning contract performance will be January 3, 2006.

7. **Section L.9(c)(4) (p. K-8)** requests the contractor to submit a Standard Form 1411. However, this form was cancelled in September 1997 with no replacement. We request that this requirement be deleted from the Solicitation.

RESPONSE: The form is not required.

8. **Section L.9(n) (p. L-11)** states “Maximum Annual Salary Increases (See Sec. H.7.)” Section H.7. refers to **Nonexpendable Property Purchases and Information Technology Resources**. Please provide correct reference and/or clarify.

RESPONSE: That is an erroneous error. Delete the reference (link) altogether.

9. **Section L.9 (p. K-8) - Additional Instructions for Preparation for the Cost Proposal**. Will the Contractor’s Cost format be acceptable as long as it contains all of the cost elements required?

RESPONSE: Offerors must use the summary budget format in Section L(d) entitled “ADDITIONAL INSTRUCTIONS FOR PREPARATION OF THE COST PROPOSAL” (page K-9) with backup detailed spreadsheet(s) in a logically linked format of offerors’ choosing.

10. **Section L.6(a)**, p. K-5. The RFP references original signature pages being faxed to USAID/India. May we assume that scanned signature pages are sufficient?

RESPONSE: Yes and preferred.

11. In Section L, page K-6 under Technical Proposal format it states the following A. Executive Summary including applicant’s complete contact information (no more than five pages). Is USAID/India stating that the cover page is a page of the executive summary?

RESPONSE: Yes.

12. Under Section L Instructions for Preparation of the Cost Proposal, page L-11, (r) “Audited Balance sheets and profit and loss statements for the last two complete fiscal years and for the current fiscal year within 30 days prior to proposal submission” Can USAID/India clarify if this is needed for firms that already have an established NICRA?

RESPONSE: It is not needed if offeror presents a NICRA.

13. Under Section L Instructions for Preparation of the Cost Proposal, page L-11, (t) January 31, 2004. What is the correct date for availability?

RESPONSE: January 3, 2006.

14. In Section L, page K-7, the RFP asks that a discussion of past performance, plus the 9-item PPR “short form” be included in the Technical Proposal. The five page limitation for this section precludes having both the short forms and the narrative discussion in the main body of the Technical. May we put the PPR short forms in the Annex?

RESPONSE: PPR short forms are to be treated as an Annex. The form to be used is attached below in this amendment.

15. Please confirm that the optional paper copies of the technical and cost proposals that are courier-delivered need not meet the date deadline for submission that is required for the electronic submission. Courier copies will be sent at the same time as the electronic submission (on October 17) but the paper copies are not likely to arrive before October 20 or 21.

RESPONSE: Confirmed. The submission of paper proposal is optional and does not need to reach the Mission by the closing date and time. Please note that USAID will not review mailed or couriered offers if electronic offer submission is not determined to be timely.

16. Does the title page count in the total of 65 pages allowed?

RESPONSE: Yes but the page limitation is 40 not 65.

17. Section L.6(a)9(i) states “only those pages requiring original manual signatures should be sent via facsimile;” would it alternatively be possible to submit signed documents via email in a PDF format? And, if so, is the 4 MB size limit appropriate for such documents?

RESPONSE: Yes.

18. In regards to Section L.6(a)9(i) are PDF formats acceptable in reference to submission of the proposal, including but not limited to the signature pages?

RESPONSE: Yes.

19. Is the RFP available in Word format? If so, where?

RESPONSE: No, only in PDF.

20. Should the letters of commitment from proposed Key Personnel be submitted in the Cost Volume [L.9 (t), page K-11] or in the Technical Volume [L.7 (C), page K-6]?

RESPONSE: Letter of commitment should be included as an annex in the Technical volume only.

21. Should past performance using small businesses be submitted in the Cost Volume, or as an annex to the Technical Volume with the other past performance information? (see Pages K-10 and L-12); the technical volume is the only one that gets evaluated according to the criteria in Section M. Part of the past performance

evaluation is the past use of small businesses (p. L-12) Does this mean that the SF294 will count toward the PL for the technical annexes?

RESPONSE: Place in the Technical volume as an annex only.

22. Page L-11 requests that the offeror submit letters of commitment from proposed Key Personnel stating "that they are available to work under the contract if an award is made prior to January 31, 2004." Should this be January 31, 2006?

RESPONSE: It should state January 3, 2006.

23. Can we submit the technical proposal in PDF format?

RESPONSE: Yes.

24. Can you please provide the estimated start date of the contract, in order for us to ensure that proposed key personnel are available?

RESPONSE: January 3, 2006.

25. Section L.7. D. Institutional Capacity and Experience requests the offeror to "...prepare a matrix of past or ongoing contracts or subcontracts for efforts similar in size, scope and complexity to the work required hereunder". Is this matrix to be included in the main technical proposal or as part of the Annex? Is there a page limitation for the matrix?

RESPONSE: It is to be annex. There is no page limit as an annex.

26. Section L.7. E. Past Performance: The last sentence of this section notes, "The Past Performance Section shall include the following data for an Offeror and major subcontractor" and is followed by a bulleted list of information. Is there a required format for submission of this information, such as Past Performance References (PPRs), or Contractor Performance Reports (CPRs) or some other format? Is this information to be provided as part of the Annex? Further, can you confirm that this is separate from the matrix referred to in Section L.7.E.?

RESPONSE: The past performance form is attached and will be posted at the Mission website <http://www.usaid.gov/in/> under Section J ATTACHMENTS.

27. In addition to the electronic submission of the proposal what is the correct number of hard copies of the technical and the cost proposal that will follow in the mail?

RESPONSE: One original and 5 copies, if you choose to submit. Please note that hard copy of offers is not required.

28. For the electronic submission of the proposal, are Adobe (.PDF) files also permitted?

RESPONSE: Yes.

29. Please confirm that standard form 1411 in subsection c.4 of section L-9 – “Additional Instructions for Preparation of the Cost Proposal” is required to be submitted with the cost proposal.

RESPONSE: It is not required.

30. References: Cover Letter. Section L.9, U.S. Government Estimate, Paragraph a.

The Cover Letter states that the maximum total value of \$8,400,000 is "over a maximum five year period". Section L.9, U.S. Government Estimate, Paragraph a, states that “the total estimated amount available is up to US\$ 8,400,000.”

However, the initial period of performance is defined as extending through September 30, 2008, with a two year option period. Please clarify the period of performance for purposes of budgeting - should the \$8,400,000 be budgeted over a five year period or a three year period?

RESPONSE: See response to question two under [Section B](#). Second, Section L.a. entitled “U.S. GOVERNMENT ESTIMATE” (page K-10) should read as follows.

“a. The total estimated amount available is up to US\$ 14,000,000. Upon contract award, the total estimated cost plus fixed fee shall be incorporated into Section B of the contract. That total estimate includes the cost/price of all CLINs over the maximum life of the contract.”

31. RFP includes FAR 52.219-4 and -19 that allow HUBZone and 8(a) SDB concerns 10% price preference. On CPFF contract like this one, how would that be evaluated?

RESPONSE: Since the maximum budget is given the Government will view qualified SDB/(8)a/HUBzone firms as being 10% lower in cost/price than other, non-qualified firms’ stated offer cost/price for purposes of evaluation and comparison. Best Value/trade-off. Please note this is not an invitation for qualified SDB/(8)a/HUBzone firms to submit prices above \$8.4 million for the Base Period or \$5.6 million for the Option Period.

32. Can we use employees who are citizen of India for this contract?

RESPONSE: Yes.

33. Instructions in Section L allow proposals to be submitted via e-mail. Should we send proposals to both you or some one else? Once you received them, would you please acknowledge the receipt? Since there are two separate volumes (Technical and Price) are required as part of the proposal, should we send two separate e-mails OR one e-mail with file names identified accordingly?

RESPONSE: Send offers to marcusjohnson@usaid.gov and to asachdev@usaid.gov . We will acknowledge receipt via reply email. Send two or more email with attachments, separating Cost and Technical proposal of the offer in PDF files (unzipped).

34. Section L.7 (page K-6) and Section L.9, paragraph (t), (page L-11), The RFP requires a signed statement of intent for all key personnel in the both the technical and cost proposals. Should these statement be contained in the Technical Proposal or in the Cost Proposal? If in the Technical, may we include the statement of intent in an annex?

RESPONSE: Yes, in Technical only and as annex.

35. Additional details on desired qualifications for the project staff should be provided to help guide any interested offerors. In particular, a more complete profile of the required background and experience for the Chief of Party candidate would be helpful.

RESPONSE: The local long term team will consist of an Economist, a Management Specialist and one support staff. The Chief of Party (COP) may be either the Economist or the Management Specialist.

Preferred background for Economist: Should have at a minimum, a master's degree in economics from a reputed (credentialed) institution. S/he should have considerable experience in working on economic reform issues and programs in emerging markets and developing countries across a large number of sectors, including:

- Agriculture and Bio-technology
- Finance and access to finance issues including a) private financial markets such as capital markets, insurance sector reforms, pension sector reforms, micro-finance and b) public finance reform both at the federal and at the sub national levels in subjects such as budget formulation and management, inter governmental fiscal relations, treasury reforms, tax reforms, etc.
- Macro economic issues,
- Trade
- Urban sector reforms
- Micro-enterprise
- Use of Information and Communications Technologies to enhance the development agenda

The Economist is expected to have exceptional communications and networking skills, to help build relationships amongst the various stakeholders including other donors and host country government. S/he is also expected to have excellent writing skills (Level IV English) with respect to preparation of scopes of work, reports, success stories, press releases, etc. Knowledge of USAID documentation formats will be helpful. The Offeror should clearly demonstrate any prior experience of working in a cross-cultural environment.

Preferred background for Project Management Specialist: Should have at a minimum, have a Bachelors degree in Business Administration from a reputed (credentialed) institution and at least 8 years experience in managing a multi-sectoral project portfolios. S/he should have demonstrated experience in formulating, coordinating and managing multiple activities/projects in a large number of areas (management of economic reform projects is desirable).

S/he is expected to have demonstrated financial management skills in handling and timely reporting on project finances. S/he is also expected to have exceptional communications and networking skills, to help build relationships amongst the various stakeholders including other donors and host country government. S/he is also expected to have excellent writing skills (Level IV English) with respect to preparation of scopes of work, reports, success stories, press releases, etc. Knowledge of USAID documentation formats and reporting will be helpful. Knowledge of economic institutions (both public and private) in India is essential. The Offeror should clearly demonstrate any prior experience of working in a cross-cultural environment.

Preferred background for Support Staff: College graduate is desirable. Level IV (fluent) English proficiency is required. Knowledge of local language (Hindi, both written and verbal) is essential and required. The incumbent will provide technical, management and administrative assistance to the local MSS team. A minimum of 5 years progressively responsible experience in secretarial and office management is required. The incumbent should have excellent computer skills and knowledge of essential computer packages (MSWord, Excel, PowerPoint, and financial management packages).

Section M

1. Will applications that propose Cost Sharing be viewed more favorably by the Evaluation Committee, even though it is not required?

RESPONSE: Yes, it is certainly possible. Make sure to explain the relevance of the cost-sharing to the requirement not just the monetary amount or value of their in-kind contribution.

2. Does USAID have a requirement regarding the nature of the subcontracting mechanism (e.g., cost-plus-fixed-fee or time and materials), between the non-profit organization serving as the prime contracting and a for-profit organization?

RESPONSE: No. USAID has no restriction or limitation on either type of organization in proposing on this Solicitation.

Section M.2 is amended as follows.

“E. Cost as an Evaluation Factor. Proposed cost proposal will not be scored, but will be a selection factor and considered in making a best value terms of the total proposed amount, proposed cost and the proposed fee. A cost realism analysis will also be conducted.

1) Cost realism is an assessment of accuracy with which proposed costs represent the most probable cost of performance, within the Offeror's technical and management approach. Cost realism evaluation shall be performed as part of the evaluation process:

(a) to verify the Offeror's understanding of the requirements; (b) to assess the degree to which the cost/price proposal accurately reflects the approaches and/or risk assessments made in the technical and management approach as well as the risk that the Offeror will provide the supplies or services for the offered prices/cost; and (c) to assess the degree to which the cost included in the cost/price proposal accurately represents the work effort included in the technical proposal.

2) Evaluation

Following the technical review process, a review of the cost realism analysis will be conducted on the cost proposals. Although cost has not been assigned a weight, it will be evaluated for general reasonableness, allocability, allowability and cost-effectiveness.

In evaluating the offeror's proposal, the Government will estimate the overall cost to the Government, including fee, which in the Government's judgment will result from the offeror's performance of the Contract. In making this determination, if the proposed cost is considered to be unrealistic, the offeror's proposed cost, including proposed fee, will be adjusted upward or downward to reflect more realistic costs. Therefore, the evaluated cost, including fee, will be used in making a selection decision. Cost proposals will be also be evaluated in terms of cost effectiveness and cost containment concepts including the indirect cost rates ceilings proposed, if any, and the maximum salary increases proposed.

Section M.3 is amended as follows.

“ (a) Competitive Range: If the Contracting Officer determines that discussions are necessary, s/he will establish a Competitive Range composed of only the most highly rated proposals. In certain circumstances the Contracting Officer may determine that the number of most highly rated proposals that might otherwise be included in the

competitive range exceeds the number at which an efficient competition can be conducted. Should that be the case, the Contracting Officer may then limit offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The Government may exclude an offer if it is so deficient as to essentially require a new technical proposal. The Government may exclude an offer so unreasonably priced, in relation to more competitive offers, as to appear that there will be little or no chance of becoming competitive. The Government may exclude an offer requiring extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

(b) Award: In accordance with FAR 52.215-1(f), the Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represent the best value after evaluation in accordance with the factors and subfactors as set forth in this solicitation. In order to determine which offeror represents the best value, the Government will make a series of paired comparisons among those offerors that submitted acceptable proposals, trading off the differences in capability and price between the members of each pair. If, in any paired comparison, the offeror with the higher expected value also has the lower price, then the CO will consider that offeror to represent the better value. If the offeror with the higher expected value has the higher price, then the CO will decide whether the difference in capability is worth the difference in price. If the CO decides that it is, then he or she will consider the offeror with the higher expected value and the higher price to represent the better value. If not, then the CO will consider the offeror with the lower expected value/ less capable and the lower price to represent the better value. The CO will continue to make paired comparisons in this way until he or she has identified the offeror representing the best value.”

SECTION J, ATTACHMENTS

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| CONTRACTOR PERFORMANCE REPORT - SHORT FORM |
| PART I: Contract Information (to be completed by Offeror) |
| 1. Name of Contracting Entity: |
| 2.Contract Number: |
| 3. Contract Type: |
| 4.Contract Value (TEC): (if subcontract, subcontract value) |
| 5. Description of Work/Services: |
| 6. Problem: (if problems encountered on this contract, explain corrective action taken) |
| 7. Contacts: (Name, Telephone Number and E-mail address) |
| 7a. Contracting Officer: |
| Phone Number: |
| Email Address: |
| 7b. Technical Officer(CTO): |
| Phone Number: |
| Email Address: |
| 7c. Other: |
| 8. Offeror: |
| 9. Information Provided in Response to RFP No.: |